



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.

PARKER, ARIZONA 85344

TELEPHONE (928) 669-1320 • FAX (928) 669-5265

**** VACANCY RE-ANNOUNCEMENT ****

SEPTEMBER 17, 2012

#92-12

DEPARTMENT: EMPLOYMENT DEVELOPMENT & TRAINING

POSITION: CLERK

SALARY: \$10/HR

CLOSING DATE: SEPTEMBER 21, 2012 (IN-HOUSE)

GENERAL DUTIES & RESPONSIBILITIES:

- Answer telephone calls, referral to individual receiving calls.
- Going on errands to tribal office for payroll, time sheets, mail, and other items that need to be picked up by the Workforce Investment Act offices.
- Delivery of participants to WIA workshops, classes, and other places that WIA has business.
- Completing an application on WIA participants. (Youth and Adults)
- Copying forms for participants to have to complete an application.
- Making sure that participants are not unwisely using the computers. The computers are for GED, resume writing, job search, etc.
- Reading the WIA Law and the Federal Regulations to become familiar with the program used by the Employment Development and Training.

QUALIFICATIONS:

- Valid Drivers License and GED or High School Diploma
- Able to travel to various workshops with Department of Labor and the Arizona Department of Economic Security.
- Must have a High School diploma.
- Be able to use a computer in Word, Excel, and other uses in the WIA programs. (VOS, BearTracks)
- Other duties include cleaning up the area using a mop, broom, cleaning tools necessarily.

APPLY:

C.R.I.T. HUMAN RESOURCES DEPARTMENT

26600 MOHAVE ROAD
PARKER, AZ 85344
FOR EMPLOYMENT APPLICATION VISIT: [HTTP://crit-nsn.gov](http://crit-nsn.gov)

INDIAN PREFERENCE:

The Colorado River Indian Tribes does not discriminate against employees or applicants based upon race, color, sex or national origin. However, to the extent permissible under Sections 701(b) and 703(1) of the Title VII of the Civil Rights Act, the Tribe does apply a hiring preference to enrolled members of federally recognized Indian tribes.

CRIT OFFERS: